



## DEPARTMENT OF BUILDINGS WHEN DO I NEED A PERMIT?

Except as otherwise noted, a permit shall be required for any work which must conform to the New York State Uniform Fire Prevention and Building Code and/or the Village of Floral Park Code, including, but not limited to, the construction, enlargement, alteration, improvement, removal, relocation or demolition of any building or structure or any portion thereof or the installation of a fuel-burning appliance, chimney or flue in any dwelling unit or commercial space. No person shall commence any work for which a permit is required without first having obtained a permit approved by the Superintendent of Buildings.

A permit **is** required for new, replacement or major repair of:

- Artificial Turf Grass
- Building Additions and Dormers
- Central Air Conditioning, Ductless Split, and Heat Pump Systems
- Change in Use or Change in Tenancy
- Commercial Antennas or Satellite Dishes
- Decks and Exterior Framed Stairways
- Demolition of Structures
- Drainage, Including Drywells
- Driveways and Front Walkways
- Dumpsters and Storage Containers
- Electric Service Upgrades – Commercial only
- Electric Car Charging Stations
- Enclosed Porches or Patios
- Exterior Façade Work – Residential involving change of material type and/or architectural features
- Exterior Façade Work – All Commercial
- Fences
- Finished Basements
- Fire Alarm Systems - Commercial
- Fire Sprinkler Systems
- Fireplaces, Wood Stoves & Chimneys
- Garages
- Generators or Energy Storage Systems
- Grading of Site
- Hot Tubs/Spas
- Irrigation Systems
- Interior Alterations - Not including cosmetic only upgrades
- Interior Walls and Openings – New and removals
- Maintaining Existing Structures Constructed without Permit
- New Homes & Buildings
- Oil, Gas or Electric Heating or Cooling Units
- Oil Storage Tank Installation or Replacement - Above or below ground
- Oil Storage Tank Removal or Abandonment
- Oil to Gas Conversions
- Outdoor Built-in Gas BBQ's, Fireplaces and Ovens
- Outdoor Kitchens
- Patios - If surface area exceeds 50% of yard (note: patios permitted in rear yards only)
- Pergolas, Gazebos and Awnings
- Photovoltaic (Solar) and Energy Storage Systems
- Plumbing, Oil and Gas Fixtures and Piping
- Porticos and Vestibules
- Retaining and Landscaping Walls over 12" high
- Roof Replacement - All Commercial
- Roof Replacement - Residential involving sheathing replacement
- Sheds over 100 sf
- Sidewalks and Curb Cuts
- Signs and Banners – Permanent and Temporary
- Structural Repair
- Swimming Pools – Permanent and Temporary
- Stoops, Steps and/or Railings
- Walkways - Front and Side yards
- Windows and Doors

A permit **is not** required for work in any of the following categories:

Construction or installation of one-story detached structures associated with residential properties which are used for tool and storage sheds, playhouses or similar uses, provided the gross floor area does not exceed 100 square feet or 8' high.

- Installation of swings and other playground equipment associated with residential properties
- Painting, wallpapering, tiling, carpeting, or other similar finish work
- Installation of listed portable electrical, plumbing, heating, ventilation or cooling equipment or appliances
- Repairs, provided that such repairs do not involve: The removal or cutting away of a load-bearing wall, partition, or portion thereof, or of any structural beam or load-bearing component; The removal or change of any required means of egress, or the rearrangement of parts of a structure in a manner which affects egress; the enlargement, alteration, replacement or relocation of any building system; or the removal from service of all or part of a fire-protection system for any period of time.

Note: Although some work may not require a permit, it must meet all NYS Building Codes and the Village Zoning Ordinance. All accessory structures must be located in the rear yard, 1' from the property line and 8' from the main structure unless otherwise approved by the Building Department. All Electrical and Plumbing work must be performed by a Floral Park Licensed Plumber and/or Electrician. An electrical certificate from an approved Electrical Inspector must be submitted to the Village after any electrical work has been performed.

**Any questions regarding the permit process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)**  
**The Building Department is located at 1 Pool and Garage Road, Floral Park, NY**